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## EH&S Reporting Activities for November 2003

### ➤ Key Activities

- EH&S Reporting completed revision of the occurrence reporting portions of the Jefferson Lab EH&S Manual in November, and these were provided to the EH&S Policy & Manuals Group. This revision (Chapter 5300, and Appendices 5300-T1 and 5300-T2) incorporated applicable guidance from the new DOE occurrence reporting order. The new DOE occurrence reporting order has six reporting levels compared to the present three levels.
- As of November 30<sup>th</sup>, there have been [39](#) days without a lost-time injury. There were two recordable injuries in November. An Accelerator Division Operations Department technician had a November 10<sup>th</sup> eye injury near the Hall A truck ramp. On November 11<sup>th</sup>, an Accelerator Division EH&S Department technician suffered a fall near the South Access Building (14 restricted days).
- Jefferson Lab must establish an Environmental Management System (EMS) under a new DOE requirement. The EMS will interface with the Jefferson Lab Integrated Safety Management (ISM) System and must be in place by the end of CY 2005. EH&S Reporting will be playing a lead role in this effort. A plan of action to meet this deadline has been drafted.

### ➤ Other Activities

- Other Office of Science laboratories were contacted to determine their policy on bicycle helmet use. This activity was in support of a recent Lab EH&S Committee decision to provide bicycle helmets. The obtained information was provided to the EH&S Committee Chair.
- EH&S Reporting reviewed the corrective actions by Physics Division and Radiation Control in response to a recent Hall B event. The event involved the venting to the atmosphere of a Hall B 250 liter tank containing H-3 (tritium) that was discovered in late September. No increases in activity on any wipe, air sample or condensate sample were noted. This event was reported as Radiation Deficiency Report #RDR-2003-0004 to Lab management on October 2<sup>nd</sup>. This event did not require ORPS reporting. However, this event is being further reviewed as a radiation protection programmatic issue under the DOE 10 CFR 835 rulemaking of the Price-Anderson Amendments Act.
- EH&S Reporting staff attended an EPA-sponsored Emergency Planning and Response Conference held in Norfolk on November 18<sup>th</sup> and 19<sup>th</sup>.

- Work Smart Standards (WSS) Set
  - Proposed changes to the WSS Set, including using current ANSI standards instead of versions from the 1960s are working their way through the change process.
  - EH&S Reporting is working with the Policy and Manuals Group to ensure new or modified hazards or standards become addressed appropriately in the EH&S Manual.
  - Proposed changes to EH&S Manual Chapter 2420 are being processed.
- National Environmental Policy Act (NEPA)
  - CEBAF and FEL Upgrade Environmental Assessment (EA)
    - EH&S Reporting continued to work with Project Management staff to prepare summaries for the activities planned for inclusion in the proposed 16 GeV EA.
    - Work on the Hall D checklist continued.
  - EH&S Reporting is working with other laboratory staff to address other NEPA items, including actions related to the planned tree clearing and northeast pond projects.

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### **Administrative EH&S Policies, 1000 – 5300 Series**

**Appendix 2210-R1:** Updated Reference Appendix 2210-R1 with Safety Warden changes received from Physics Division. This was their second request. Also changed the head of the Theory Group in Table 1 to David Richards, effective December 1, 2003.

**Chapter 2410**, *Applicable Regulations and Contractual Commitments*, changes were made and the revised draft sent back to the author for review. We are waiting for feedback from the author on the next step.

**Chapter 3210**, *Hazard Identification and Characterization*, is due for triennial review. Refer to record #**PMG-2003-18** in the EH&S Tracking System.

**Chapter 3220**, *Communication of Hazards to Employees and Users*, and its appendices T1 and T2 are due for triennial review. Refer to record #**PMG-2003-19**.

**Chapter 3310**, *Standard Operating Procedures and Operational Safety Procedures*, is due for triennial review. Refer to record #**PMG-2003-17**.

**Chapter 3320**, *Temporary Work Permits*, is due for triennial review. Refer to record #**PMG-2003-24**.

**Chapter 5200**, *Incident/Injury Investigation*, is under revision. Changes from the author's marked up copy are completed. We returned the revised draft to the author for further review prior to distributing the chapter for its Level 2 review. Refer to record #**PMG-2003-25**.

### **6100 Series, Industrial Safety**

**Chapter 6120**, *Hand Tools*, is due for its triennial review. Revisions are needed on items that are not presently addressed in chapter to include new PPE requirements, environmental conditions, first-aid for foreign object in eye, and drilling. Lessons learned from the recent foreign body eye injuries at JLab need to be incorporated as well. Refer to record #**PMG-2003-20**.

**Chapter 6121**, *Machine Tools*, is due for triennial review. Refer to record #**PMG-2003-16**.

**Chapter 6140**, *Cranes and Hoists*, sent out to staff for level 2 review, comments are due back by December 3<sup>rd</sup>. At the end of November, no comments had been received.

**Chapter 6146**, *Tunnel Vehicles*: I was unsuccessful in getting an author re-assignment. I posted a record in the EH&S Tracking System with the former author retaining responsibility in an effort to get this chapter moving forward. Refer to record #**PMG-2003-26**.

### **6200 Series, Electrical Safety**

**Chapter 6210**, *General Electrical Safety*: The update was approved by 7 Director's Council members. Two approvals are still pending. Some minor corrections are needed

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before uploading the chapter to the online Manual stemming from DC members' comments.

**Technical Appendix 6210-T1, *Ground-Fault Protection*:** The update was approved by 7 Director's Council members (still awaiting final 2 approvals) but requires a few typographical corrections and the inclusion of a "cheater plug" description before it is uploaded to the online version of the EH&S Manual. Once uploaded, corrective action, AI-2003-16-03, will be ready for closure. Christina is working with Ed Martin to develop a Just in Time (JIT) presentation on the new GFCI requirement for mandatory use of GFCI in areas where it was previously recommended (service buildings, tunnel, experimental halls). Groups relying heavily on extension cord use for moveable equipment will be most affected by the change.

**Technical Appendix 6210-T3, *Special Purpose Batteries*,** is awaiting a new author assignment. This appendix was given to the Electrical Safety Subcommittee Chair in October 2003 with a request to assign an author from among the ESS members. Author assignment was not covered in the ESS November meeting minutes. The PMG Manager will follow up with the ESS Chair. Refer to record [#PMG-2003-02](#).

#### **6300 Series, Ionizing Radiation**

The 6300 series chapters are under review by the RadCon Group Manager, Erik Abkemeier.

#### **6400 Series, Non-Ionizing Radiation**

**Chapter 6410, *Laser Safety*:** The chapter is ready for delivery to the Director's Council on December 3<sup>rd</sup>. Approval of this change will serve to close the Accelerator Operations Department Independent Assessment recommendation to provide greater flexibility in designating a Laser System Supervisor (LSS). Refer to record [# IA-2002-03-06](#) in the Accelerator Division EH&S Tracking System.

**Chapter 6440, *Static Magnetic Fields*,** and its appendices, are due for a triennial review. Refer to record [#PMG-2003-22](#).

#### **6600 Series, Industrial Hygiene**

**Chapter 6630, *Respiratory Protection*,** and its appendices T1-T5 are due for triennial review. Refer to record [#PMG-2003-21](#).

#### **6700 Series, Environmental Protection**

**Chapter 6731, *Groundwater Protection*:** Changes from author are completed. The revised draft and the original mark-up were returned to the author for review. This chapter and its appendices are under revision for the new Environmental Protection Addendum.

**Chapter 6733, *Storm Water Pollution Prevention*,** is under revision due to new regulatory requirements applicable to JLab. The chapter is ready for Level 2 review.

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**Environmental Management Systems (EMS):** There's a fairly new DOE Order on Environmental Management Systems. Our WSS set contains the related Executive Order (EO) in lieu of the contractor requirements document (CRD) from the Order. I'm not certain if a comparison review between the CRD and the EO was done. I will follow up with the 6700 series chapters author to ensure JLab addresses the requirements fully as part of the related chapter review. The EMS implementation is a hot item at our DOE sister labs.

### **Director's Council Package - November 19, 2003**

Jim Murphy distributed the Director's Council package at the November 19<sup>th</sup> Director's Council meeting. The sign off sheets will be returned to Jim at the December 3<sup>rd</sup> Director's Council meeting. We provided a briefing slide for Jim to use at the Director's Council meeting that gave an overview of the significant changes to the chapters contained in the package. Included in the package were Chapters 2240, 6145, and 6210. Also included was Technical Appendix 6210-T1. We also included a summary overview sheet with each chapter on major changes made and the anticipated impact to JLab staff.

Update: Seven of the nine DC members returned their approval forms by December 3<sup>rd</sup>. We are still awaiting the approval forms from Accelerator and Physics Division ADs. Chapter 6145, *Forklifts*, contains some significant comments from the CFO that must be resolved by the author. The remaining comments deal primarily with grammatical and typographical errors that will be corrected without further review.

### **New PMG Initiatives**

- A copy of the October highlights can be viewed at: [http://docushare.jlab.org/Get/File-7840/EH&S\\_PMG\\_Highlights\\_-\\_October\\_2003.doc](http://docushare.jlab.org/Get/File-7840/EH&S_PMG_Highlights_-_October_2003.doc)
- All overdue EH&S Manual chapter reviews were posted as new records in the EH&S tracking system. Auto email notifications were sent out on November 20, 2003, to the chapter authors. We are continuing our automated tracking effort with postings for EH&S Manual chapters that are in some state of review. This will take a little more time to accomplish because it requires review of past emails/notes for status updates that include dates and details of related activities.
- In an effort to expedite uploads for minor changes, Christina identified a new method for updating the html version of the Manual when minor changes are made. This new method reduces the upload time from 2 days to real time.